

# **POSITION CLASSIFICATION**

**Presented by:**

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## POSITION CLASSIFICATION

Two basic regulations govern classification of non-US positions:

The Collective Tariff Agreement of December 1966 (CTA II)

and the

German Personnel Representation Law of March 15, 1974 and  
Supplementary Agreement amended effective 01 April 1981.

## **CTA II, Art 51:**

**An employee will be allocated to a wage or salary group by the criteria of the job assigned to him/ her.**

**An employee will be classified into that wage or salary group which is determined by *comparison of his/her duties with* the job criteria established for each group in the tariff agreement.**

**The allocation and classification in accordance with the above will be governed by the employee's predominant duties.**

## **CTA II, Art 52:**

**An employee will be upgraded or downgraded in his wage or salary tariff whenever he/she performs, other than temporarily, duties of a higher or lower level.**

**A downgrading cannot be effected without prior notice of termination for change of employment conditions.**

## **Article 75, Personnel Representation Law:**

In personnel matters concerning salaried employees and wage earners, the Works Council shall cooperate with regard to

appointments,

assignment of higher **or** lower level duties,

upgrading **or** downgrading,

classification of jobs.

**Three parties participate in the classification of non-US positions:**

**Supervisor assigns duties.**

**Classifier assigns the title, occupational series and the grade based on the predominant duties.**

**Works Council coordinates on the assignment of higher or lower level duties, upgrading or downgrading.**

**The Supervisor is the first to influence the classification of a position:**

**A supervisor that assigns duties, which are not necessary for the function, initiates an unnecessary cost for the Air Force.**

**A supervisor that does not describe duties accurately may cause an inaccurate classification.**

**A supervisor who assigns higher or lower level duties without prior coordination with the Works Council violates the German Personnel Representation Law. This might have very serious results such as unnecessary upgrades, unfair treatment of employees, poor utilization of manpower resources, poor morale among employees and unnecessary costs.**

**Sources available to help you make the correct personnel decisions:**

**Manpower:**

The Unit Manning Document (UMD) lists the number of positions and types and levels of skills required to accomplish your mission.

Manpower officials are available to assist on position structuring and to study requirements and make appropriate changes to the number, specialty or skill levels of positions authorized.

## **CPF Personnel:**

**Position Classifiers are available to advise on position management principles, classification standards and different ways of achieving your functional objectives.**

**Employee Relations Specialists inform you about methods, procedures and means of coordinating your actions with the Works Council.**

**Staffing Specialists inform you about qualification standards and availability of applicants for different skills.**

**You should feel free to contact personnel specialists before you establish a new position or change an existing one.**

## **Management Officials:**

**Coordinate your projected actions with higher level management officials before submitting your requirements to CPF or Manpower.**

**There might be fiscal or organizational restrictions, which you need to know about before making a final decision.**

## **Steps to follow when requesting the below types of position classification actions:**

### **Establish a new position:**

- Review UMD, see if Air Force Specialty Code (AFSC) satisfies your requirement, if not, contact Manpower to change AFSC or to discuss.**
- Determine duties to be performed and coordinate with higher management.**
- Ask CPF personnel for advice on developing the position description.**
- Submit Position Description (PD) with a Request for Personnel Action (USAF Form 52).**

## **Fill a Vacancy:**

**Review position description to determine if it is**

- accurate,**
- if all duties are required and authorized by AFSC,**
- if subject position description represents the best utilization of the space.**

**Ask yourself whether or not the previous employee had an impact on the position.**

**Did you assign duties based on employee's long years of experience and unique qualifications?**  
**If this is the case, develop a new position description to describe the normal situation.**

- Feel free to propose any changes to the position description. This is your best opportunity to make changes without having to coordinate the change with the Works Council, and without affecting any employee.
- Ask staffing specialists about available recruitment sources.
- Establish your position considering availability of candidates.
- Allow for career progress, do not fill the job at the highest grade; discuss grade level and growth possibilities.
- Submit PD with Request for Personnel Action (USA FE Form 52).

## **Change an occupied position:**

- Review existing position description and determine the change required.**
- Document reason for the change; any change means a change in the employment contract, no change in an employment contract can be supported unless it is justified.**
- Coordinate with higher management officials.**

- Develop a new projected position description, discuss with classifier the required steps and expected results.  
**(Upgrade - Downgrade - No change)**
- Discuss effect of projected action on other personnel.
- Submit PD with Request for Personnel Action (**USAFE Form 52**)
- If upgrade or downgrade is involved you are not authorized to assign the projected duties to an employee until after CPF informs you that Works Council has coordinated on the action.

## **DO's and DON'Ts**

### **DO:**

**Assign duties in accordance with valid position description.**

**Review vacancies for better use of manpower resources.**

**Coordinate actions with higher level management**

**Ask CPF personnel for advice.**

**Allow for job growth when possible.**

**DO:**

**Abide by your UMD authorizations.**

**Inform CPF about projected changes to the mission, organization etc. (include personnel advisors in your planning stage)**

**Review position description periodically with your employees.**

**Accomplish changes in assignment after coordination with management officials, CPF and Works Council.**

**DON'T:**

**Change duty assignments without a good reason.**

**Assign higher or lower level duties to an employee without prior coordination with the Works Council. (Through the CPF)**

**Withdraw duties without prior coordination with the Works Council.**

**Promise or reward an employee with a higher grade for good performance. (Seek advice on performance awards)**

## **DON'T:**

**Threaten or penalize an employee with a downgrade. (Seek employee relations advice for poor performance)**

**Pre-select or appoint an employee without prior coordination with the Works Council.  
(Through the CPF)**

**The position description format will include four major component parts:**

**1-INTRODUCTION**

**2 - DUTIES & RESPONSIBILITIES**

**3 - CONTROLS OVER WORK**

**4 - OTHER SIGNIFICANT FACTS**

## **I-INTRODUCTION:**

**Under this heading the authorized function of the organization in which the position is located are identified.**

**This will help understand the basic reasons for the position's existence and it's relationship to other positions.**

**If the functional statement is readily available wherever the description is used, its location should be cited.**

**If not, a brief functional statement is written.**

**A short statement on the purpose of the position follows.**

## **II-DUTIES & RESPONSIBILITIES:**

**All positions have both duties & responsibilities.**

**The principle or major duties --supervisory & non-supervisory-- are described here.**

**Typically these are duties that**

**Are the reason for the position's existence.**

**Govern its qualification requirements.**

**Are operative during a substantial part of the time.**

**Are significant for classification purposes.**

## **II-DUTIES & RESPONSIBILITIES: CONTINUED**

**The nature and extent of these major duties and responsibilities should be clearly defined.**

**Descending order of importance.**

**Work sequence.**

**(If the time involved in different kinds (or levels) of work may influence the classification, estimated time percentages are shown to the right of each paragraph)**

### **III- CONTROLS OVER WORK:**

**The organizational title of the position that has responsibility for the position being described is used.**

**The extent and type of supervisory control exercised over the position, the limiting or expanding features of regulatory/procedural guides that influence the scope of job performance, and type and scope of occupational practice are to be described in this section.**

**Terms such as "under immediate or general supervision", "under general supervision", "under general administrative supervision", will be used only for identifying supervisory control.**

#### **IV-OTHER SIGNIFICANT FACTS:**

**Recorded here are specialized or licensed skills, unusual working conditions, clearances required, language requirements, physical efforts and certain allowances.**